



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/12/2022 Current Slot No.: 0004/A025, see attached 28  
 Department Name: DBM Current Position Title: BUDGET ANALYST II, see attached  
 Department No.: 115-001/115-101 Requested Position Title: BUDGET ANALYST II, see attached

**ALLOWANCE REQUEST: Type of Allowance**

|                                   |                                      |                                   |  |                               |
|-----------------------------------|--------------------------------------|-----------------------------------|--|-------------------------------|
| <input type="checkbox"/> Position | <input type="checkbox"/> Interpreter | <input type="checkbox"/> Clothing | <input checked="" type="checkbox"/> Supplemental | <input type="checkbox"/> Auto |
| <b>ALLOWANCE AMOUNT:</b>          | \$ 0.00                              | <del>\$7,250.00</del>             | <del>\$7,250.00</del>                            | <del>\$7,250.00</del>         |
|                                   | Current Budgeted Amount              | Proposed Budgeted Amount          | Proposed Budgeted Amount                         | Net Change                    |
| <b>ALLOWANCE AMOUNT:</b>          |                                      |                                   |  | \$ 0.00                       |
|                                   | Current Budgeted Amount              | Proposed Budgeted Amount          |  | Net Change                    |

**TOTAL BUDGETARY IMPACT:** \$7,250.00 \$97,875.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds ARPA |
| <input type="checkbox"/> Salary Adjustment         | <input checked="" type="checkbox"/> Other    |   |

**POSITION TYPE:**  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**JUSTIFICATION / PRIORITY:** (Explain why this allowance request is essential)

The position will undertake ARPA related functions

**COMMENTS:** (Any comments you wish to make regarding this request, attach additional pages if needed)

*[Signature]*  
 Department Head

*[Signature]*  
 Department of Human Resources

10/12/2022  
 Date

10/20/22  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### MULTIPLE PERSONNEL ACTION FORM (Attachment A)

**NOTE:** Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: \_\_\_\_\_ DBM \_\_\_\_\_

Department No.: \_\_\_\_\_ 115 \_\_\_\_\_

**Position Information:**

| Slot No.     | Current Position Title      | Proposed Position Title     | Current Budgeted Salary | Proposed Budgeted Salary |
|--------------|-----------------------------|-----------------------------|-------------------------|--------------------------|
| 0009/A024    | BUDGET ANALYST I            | BUDGET ANALYST I            | \$0.00                  | \$7,250.00               |
| 0024/A026    | BUDGET ANALYST III          | BUDGET ANALYST III          | \$0.00                  | \$7,250.00               |
| 0034/A027    | BUDGET ANALYST III          | BUDGET ANALYST III          | \$0.00                  | \$7,250.00               |
| 0038/A028    | BUDGET ANALYST III          | BUDGET ANALYST III          | \$0.00                  | \$7,250.00               |
| 0022/A029    | PLANNING ANALYST I          | PLANNING ANALYST I          | \$0.00                  | \$7,250.00               |
| 0005/A030    | PLANNING ANALYST II         | PLANNING ANALYST II         | \$0.00                  | \$7,250.00               |
| 0006/A031    | PLANNING ANALYST II         | PLANNING ANALYST II         | \$0.00                  | \$7,250.00               |
| 0025/A032    | PLANNING ANALYST III        | PLANNING ANALYST III        | \$0.00                  | \$7,250.00               |
| 0035/A033    | PLANNING ANALYST III        | PLANNING ANALYST III        | \$0.00                  | \$7,250.00               |
| 0002/A034    | DIVISION MANAGER III, B&M   | DIVISION MANAGER III, B&M   | \$0.00                  | \$7,250.00               |
| 0003/A035    | DIVISION MANAGER III, SP    | DIVISION MANAGER III, SP    | \$0.00                  | \$7,250.00               |
| 28 0004/A035 | Budget Analyst II           | Budget Analyst II           | \$0.00                  | \$7,250.00               |
| 0036/A037    | BUDGET ANALYST IV           | BUDGET ANALYST IV           | \$0.00                  | \$7,250.00               |
| 0020/A036    | ADMINISTRATIVE ASSISTANT IV | ADMINISTRATIVE ASSISTANT IV | \$0.00                  | \$3,625.00               |
|              |                             |                             | <b>Total:</b>           | <b>\$97,875.00</b>       |



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.**

Date: 10/12/2022 Current Slot No.: 115-101-1-0001  
 Department Name: DBM Current Position Title: PROGRAM MANAGER II  
 Department No.: 115-101 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

|                        |                         |                          |                      |
|------------------------|-------------------------|--------------------------|----------------------|
| <b>SALARY REQUEST:</b> | <u>\$ 59,585.00</u>     | <u>\$ 0.00</u>           | <u>-\$ 59,585.00</u> |
|                        | Current Budgeted Amount | Proposed Budgeted Amount | Net Change           |

|                        |                             |                             |                |
|------------------------|-----------------------------|-----------------------------|----------------|
| <b>SALARY REQUEST:</b> | <u>                    </u> | <u>                    </u> | <u>\$ 0.00</u> |
|                        | Current Budgeted Amount     | Proposed Budgeted Amount    | Net Change     |

**TOTAL BUDGETARY IMPACT:** -\$ 59,585.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

| Start Date    | End Date | Work Schedule                                      | Hours per Week | No. of Weeks |
|---------------|----------|--|----------------|--------------|
| Annual Salary |          | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | Hourly Rate    |              |

No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

**POSITION NO LONGER NEEDED, DUTIES WILL BE REASSIGNED TO OTHER MANAGERS**

*[Signature]*  
 Department Head  
*[Signature]*  
 Department of Human Resources

10/12/2022  
 Date  
10/12/22  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/12/2022 Current Slot No.: 0004 & 0005  
 Department Name: DBM Current Position Title: PROGRAM SPECIALIST II  
 Department No.: 115-101 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

|                                |                         |                          |                      |
|--------------------------------|-------------------------|--------------------------|----------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 43,796.00</u>     | <u>\$ 0.00</u>           | <u>-\$ 43,796.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change           |
| <b>SALARY REQUEST:</b>         | <u>\$ 43,796.00</u>     | <u>\$ 0.00</u>           | <u>-\$ 43,796.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change           |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>-\$ 87,592.00</u>    |                          |                      |

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt  Non-Exempt FLSA:  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

|   |          |               |                   |              |
|---|----------|---------------|-------------------|--------------|
| Start Date  | End Date | Work Schedule | Hours per Week    | No. of Weeks |
| Annual Salary _____   |          |               | Hourly Rate _____ |              |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate                          |          |               |                   |              |
| No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary |          |               |                   |              |

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

**DUE TO THE RESTRUCTURE OF THE ARPA PROGRAM DIVISION, A HIGHER LEVEL OF PROGRAM SPECIALIST POSITION IS NEEDED**

*[Signature]*  
 Department Head  
*[Signature]*  
 Department of Human Resources

10/12/2022  
 Date  
10/28/22  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/12/2022 Current Slot No.: 115-101-1-0006  
 Department Name: DBM Current Position Title: PROGRAM SPECIALIST II  
 Department No.: 115-101 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

|                                |                         |                          |                      |
|--------------------------------|-------------------------|--------------------------|----------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 43,796.00</u>     | <u>\$ 0.00</u>           | <u>-\$ 43,796.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change           |
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>          | <u>\$ 0.00</u>           | <u>\$ 0.00</u>       |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change           |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>-\$ 43,796.00</u>    |                          |                      |

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt  Non-Exempt FLSA:  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

| Start Date  | End Date | Work Schedule     | Hours per Week | No. of Weeks |
|---|----------|-------------------|----------------|--------------|
| Annual Salary _____   |          | Hourly Rate _____ |                |              |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate                          |          |                   |                |              |
| No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary |          |                   |                |              |

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

**POSITION NO LONGER NEEDED**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*[Signature]*  
 Department Head  
*[Signature]*  
 Department of Human Resources

10/12/2022  
 Date  
*[Signature]*  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/12/2022 Current Slot No.: 0024 & 0025  
 Department Name: DBM Current Position Title: \_\_\_\_\_  
 Department No.: 115-101 Requested Position Title: PROGRAM SPECIALIST III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

|  |                         |                          |                     |
|--|-------------------------|--------------------------|---------------------|
| SALARY REQUEST:                              | <u>\$ 0.00</u>          | <u>\$ 51,084.00</u>      | <u>\$ 51,084.00</u> |
|  | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| SALARY REQUEST:                              | <u>\$ 0.00</u>          | <u>\$ 51,084.00</u>      | <u>\$ 51,084.00</u> |
|  | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| TOTAL BUDGETARY IMPACT: <u>\$ 102,168.00</u> |                         |                          |                     |

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt  Non-Exempt FLSA:  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

|   |          |               |                   |              |
|---|----------|---------------|-------------------|--------------|
| Start Date  | End Date | Work Schedule | Hours per Week    | No. of Weeks |
| Annual Salary _____   |          |               | Hourly Rate _____ |              |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate                          |          |               |                   |              |
| No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary |          |               |                   |              |

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*

DUE TO THE RESTRUCTURE OF THE ARPA PROGRAM DIVISION, I AM REQUESTING  
PROGRAM SPECIALIST III POSITIONS IN ORDER TO BE COMPETITIVE WITH OTHER  
ENTITIES AND ATTRACT CANDIDATES WITH HIGHER LEVEL OF EXPERIENCE

\_\_\_\_\_  
 Department Head  
  
 \_\_\_\_\_  
 Department of Human Resources

10/12/2022  
 \_\_\_\_\_  
 Date  
10/20/22  
 \_\_\_\_\_  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/12/2022 Current Slot No.: 0003 & 0007  
 Department Name: DBM Current Position Title: PROGRAM SPECIALIST II  
 Department No.: 115 -101 Requested Position Title: PROGRAM SPECIALIT III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

|                                |                         |                          |                    |
|--------------------------------|-------------------------|--------------------------|--------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 43,796.00</u>     | <u>\$ 51,084.00</u>      | <u>\$ 7,288.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change         |
| <b>SALARY REQUEST:</b>         | <u>\$ 43,796.00</u>     | <u>\$ 51,084.00</u>      | <u>\$ 7,288.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change         |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 14,576.00</u>     |                          |                    |

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**POSITION TYPE:**  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

|   |                 |                      |                       |                     |
|---|-----------------|----------------------|-----------------------|---------------------|
| <u>Start Date</u>   | <u>End Date</u> | <u>Work Schedule</u> | <u>Hours per Week</u> | <u>No. of Weeks</u> |
| <u>Annual Salary</u>  |                 | <u>Hourly Rate</u>   |                       |                     |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate                          |                 |                      |                       |                     |
| No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary |                 |                      |                       |                     |

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** (Explain why position or adjustment request is essential)

EMPLOYEES WILL UNDERTAKE HIGHLY RESPONSIBLE DUTIES DUE TO THE  
RESTRUCTURE OF THE ARPA PROGRAM DIVISION

*[Signature]*  
 Department Head  
*[Signature]*  
 Department of Human Resources

10/12/2022  
 Date  
10/28/22  
 Date